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NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6/26 By: 6/26

DEC 2 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU: Chief of Administration, DD/P

SUBJECT: Summary Report on Survey of Administrative and Support Personnel and Administrative Type T/C Positions within DD/P.

1. PROBLEM. To develop a more sound basis for justification of Administrative-type jobs within the DD/P organization by studying:
  - a. The appropriate location, organizationally, for the most economic and efficient performance of essential administrative functions.
  - b. The minimum number of personnel estimated to be required for the performance of these administrative functions.
2. FACTS BEARING ON THE PROBLEM.
  - a. Study was initially requested by AED/A in agreement with DD/P Admin., on 13 July 1953 and actual study began 6 August 1953.
  - b. Scope included only the Budget and Finance, Logistics and Supply and Personnel and Training Sections or Branches in Administrative staffs of the Senior Staffs and Area Divisions at headquarters.
  - c. Excluded were field positions, registries, secretariats, administrative positions in other than these centralized groups and such organizational elements of common concern service functions as Records Integration FI Staff.
3. DISCUSSION.
  - a. The entire study was conducted by GPM Examiners under the direction of the Assistant Management Officer, DD/A (DD/P Area) with technical assistance and advice provided by the AED/A through representatives of the Comptroller's Budget Division, Finance Division, and Technical Accounting Staff, the Chief of the Logistics Office and the Director of Personnel.
  - b. Separate reports, by function, were rendered as completed, and coordinated with appropriate administrative staff chiefs of the area Divisions prior to final submission to the AED/A and DD/P Admin. Comments were not obtained from Senior Staffs inasmuch as the study was limited to one week and the findings resulting therefrom substantially factual in nature.

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- c. Reports to ADD/A were addressed through DD/P Admin.
- d. Reports contain substantial recommendations with regard to policies, procedures, records and systems which are summarized in the attachments hereto.
- e. Summaries of the reports rendered are attached hereto as follows:
  - (1) Tab A - Summary of overall savings in personnel contingent on approval of certain recommendations.
  - (2) Tab B - Budget and Fiscal
  - (3) Tab C - Logistics
  - (4) Tab D - Personnel and Training

#### 4. CONCLUSIONS.

- a. Considerable improvement has been made in the past year in development of appropriate administrative staffs, organizations, functions and procedures within elements of the DD/P. This continuous refinement process is resulting in more efficient management of and accounting for men, money and materials. In the main, the administrative functions performed in DD/P Admin Staffs are essential and do not unnecessarily duplicate similar functions and responsibilities of other organizational elements of the Agency.
- b. With regard to the Area Division Administrative Staffs it was indicated that a total reduction of 22 positions could be effected by:
  - (1) The transfer of travel order preparation to the Central Processing Branch, Personnel Office DD/A and the full utilization of that office for the preparation of travel vouchers.
  - (2) Certain changes in methods, procedures and functions as indicated in the attached summaries and covered in detail in the individual reports.

#### 5. RECOMMENDATIONS.

- a. That T/O reductions, as indicated in Tab A hereto, be effected.
- b. That joint consideration of ADD/A and DD/P Admin be given to the acceptance and implementation of the recommendations contained in these reports.

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Acting Management Officer

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OSM Examiner

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